

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Department of Finance/BSO  
915 L Street  
Sacramento, CA 95814



Employee Name	Sheehy, Tom
Expense Dates	03/05/09-03/06/09
Total Expense Amount	38.49
Amount Due Employee	38.49
Form ID	TEA000420040

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 03/06	Parking, Auto	15.00	X

09 MAR 11 PM 3:15  
DEPARTMENT OF FINANCE  
BUSINESS SERVICES

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Approved  
by:

/s/ Fred W. Klass

Fred W Klass

*approved  
3/13/09*

## Travel & Expense Account Summary

Employee Name Tom Sheehy  
Expense Dates 03/05/09-03/06/09  
Report Name Gov Budget 2009 speaking engagement

Request Total \$ 38.49  
Direct Charge Total - 0.00  
Travel Advances - 0.00  
Net Due Employee = 38.49

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Gov Budget	38.49

NOTE: (d)=Direct Charge

DATE	Thu Mar 5	Fri Mar 6								TOTAL
Mileage, Personal Auto	5.72	11.77								17.49
Breakfast		6.00								6.00
Parking, Auto		15.00								15.00
<b>TOTALS \$</b>	<b>5.72</b>	<b>32.77</b>								<b>38.49</b>

# Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Gov Budget	03/05/09	Mileage, Personal Auto	5.72	Cash
Regular Travel	Gov Budget	03/06/09	Mileage, Personal Auto	11.77	Cash
Regular Travel	Gov Budget	03/06/09	Breakfast	6.00	Cash
Regular Travel	Gov Budget	03/06/09	Parking, Auto	15.00	Cash